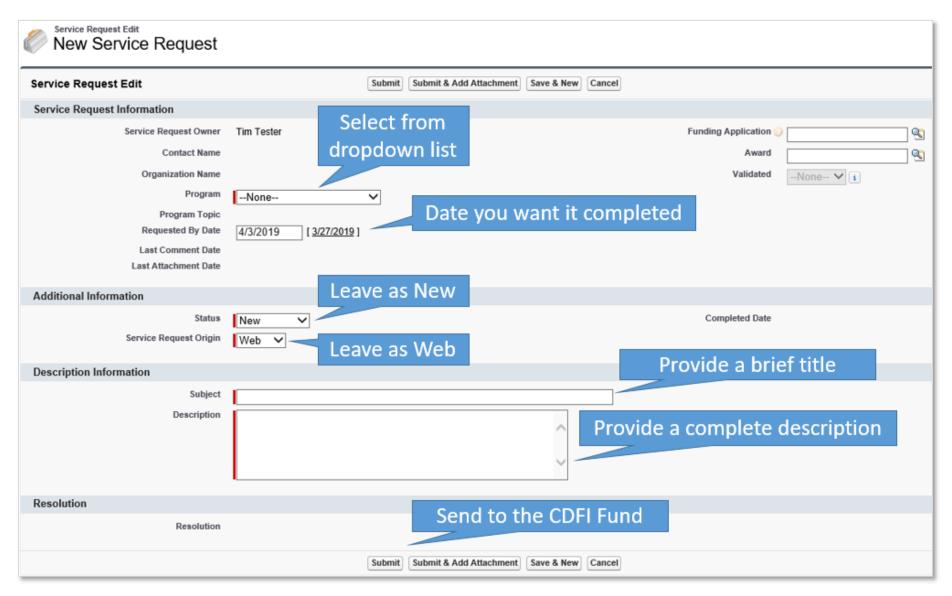
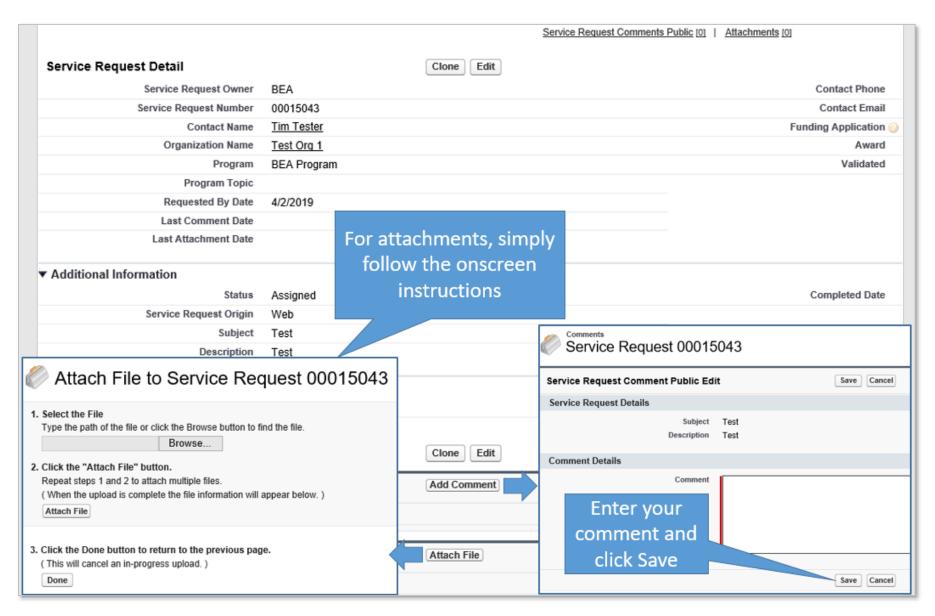
Creating a Service Request

Go to the AMIS Service Requests tab. Select the Create New Service Request button and complete the form.



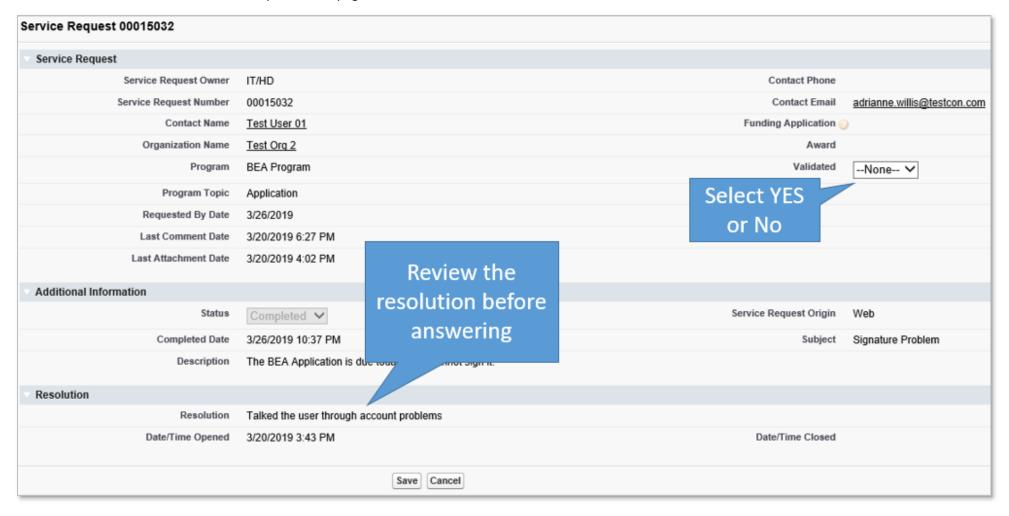
Add a Comment or Attach a File to a Service Request

Select the Add Comment button or the Attach File button from the Service Request Detail page.



Validate a Service Request

Select the **Edit** button from the Service Request Detail page.



If the Service Request has been completed to your satisfaction, select Yes from the dropdown. If you do not agree, select No from the dropdown, and add a comment and/or attachment to explain what has not been completed.

For additional information on Service Requests, please review Section 8 of our training manual, Getting Started - Navigating AMIS